

# Volume VI, Section 1— Direct Loan (DL) Tools, Version 3.0

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## Overview

Direct Loan (DL) Tools for Windows, Version 3.0 is a supplemental software product for Direct Loan participants. You can download the software and the related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at [FSAdownload.ed.gov](http://FSAdownload.ed.gov).

DL Tools is a multi-year Windows based application designed to provide the following functionality related to all Direct Loan schools' software:

- Rebuild loan and disbursement data in EDEExpress using an automated process
- Compare the SAS and/or 732 reports to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the reports to the DL Tools Cash Database
- Print the SAS and/or 732 reports in readable formats
- Track cash receipts (drawdowns) and returns of excess cash for Direct Loans

DL Tools was developed to process data for multiple cycles. Version 3.0 contains Rebuild and Cash Management functionalities for the 2000-2001, 2001-2002, 2002-2003, and 2003-2004 cycles, and Compare functionalities for the 2001-2002, 2002-2003 and 2003-2004 cycles.

All Direct Loan schools can use the Compare and Cash Management functionalities. The Rebuild process is for schools to rebuild an EDEExpress database in the Direct Loan module. DL Tools has the same "look" and "feel" of EDEExpress.

**Important DL Tools Comparison Reports Note:** DL Tools Loan and Disbursement Comparison Reports **are designed to be run using the SAS Reports with YTD detail, NOT monthly detail.** Please see **DLB-02-36** for information about default settings and SAS Option Selections. You can choose other options, for example, YTD detail, by contacting your customer service representative.

## Using DL Tools without EDEExpress

If you do not use the EDEExpress for Windows software, you can use DL Tools by importing external files from your Direct Loan software/system into DL Tools.

You can import school cash, loan and/or disbursement data from your Direct Loan system into DL Tools to then be compared to the SAS and/or 732.

- To import school cash, you use the External Cash file (DLEXCASH).
- To import school loan data, you use the External Loan file (DLEXLOAN).
- To import school disbursement data, you use the External Disbursement file (DLEXDISB).

These fixed-length record layouts are included in Volume VI, Section 3 of the 2003-2004 COD Technical Reference.

**Note:** These record layouts are used without header or trailer records.

When importing these files, use the standard file names of DLEXCASH, DLEXLOAN, DLEXDISB as noted at the top of each record layout. You need to include a CR/LF (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no EOF marker is required, just the CR/LF markers. Open the DL Tools software and select **File**, and then **Import**. The options in this dialog box direct you through the steps to import these data files into DL Tools.

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# DL Tools Version 3.0 Enhancements and Changes

The following enhancements and changes have been incorporated into DL Tools for Windows, Version 3.0.

## Cash Management

Cash Management now functions in a similar manner as the print dialog. This update is available for all program years processed by DL Tools.

- In Cash Management, you can click the new ellipsis button and select a School Code from the pick list. Only schools that have data in DL Tools display in this list. (This means you have already made at least one cash entry, and/or imported a SAS for the school code displayed). In the event that you do not set a default school in System Setup, this enhancement alleviates the need to type in a school code each time you enter Cash Management.
- When entering Cash Management, the first transaction (if one has previously been entered and saved) is grayed out. This feature prevents you from overwriting the first transaction. To make updates to any previous transaction, click **Retrieve** and select the transaction. To add a new transaction, click **Add**.

## External Cash Import

Prior to importing an External Cash file, schools now have the option to delete all previous cash records or selected cash records from Cash Management. This update is available for all program years processed by DL Tools.

Cash transactions do not have unique identifiers, such as disbursement sequence numbers, that allow DL Tools to determine duplicate cash transactions when importing an external cash file. For this reason, when an External Cash file is imported into DL Tools, previously entered cash transactions are NOT overwritten.

When a school's external add file contains new cash transactions only, there is not an issue. However, when a school's external add file contains cumulative cash transactions, duplicate transactions are created in Cash Management unless existing cash transactions are deleted prior to import.

In Version 3.0, you have the option to delete all or selected cash records from Cash Management prior to importing the External Cash Import. To delete records, click **File, Delete** and choose **Cash Management Detail** to delete all cash transactions OR click **Select Records** to identify individual transactions to be deleted.

## **SAS Sections III and IV – Year-to-Date and Monthly Disbursement Summary by Loan Type**

The SAS Year-to-Date and Monthly Disbursement Summary sections III and IV now print during import into DL Tools. This update is available for program years 2002-2003 and 2003-2004 only.

The Disbursement Summary identifies Booked and Unbooked Gross, Fee, Interest Rebate, and Net Amount totals by loan type. You may find the summary data that prints during the import process a useful addition to the existing DL Tools reconciliation tools and reports.

**Note:** Cash, loan and disbursement detail comparison can only be printed via DL Tools if the detail was included in the imported SAS.

## **SAS – Loan Detail**

Starting with the 2003-2004 SAS, COD provides the option to request the Borrower's First Name, Last Name and Middle Initial display in the Loan Detail section. In addition, for PLUS loans, the student's First Name, Last Name and Middle Initial can be requested.

Version 3.0 provides the functionality to print the names on the SAS Loan and Disbursement Detail Report for all schools. This update is available for program year 2003-2004 only.

Now all schools can print reports that include names, as long as this SAS option is requested and a SAS with the message class of DSLF04OP is imported.

**Note:** This feature has always been available in DL Tools for EDEExpress schools as the names for the SAS Loan and Disbursement Detail Report are pulled from the EDEExpress database linked to DL Tools at startup.

## **Cash Detail Compare**

On the Cash Detail Comparison Report, you can now view mismatched cash transactions with dates that occur after the end date of the imported SAS. This update is available for all program years processed by DL Tools.

This enhancement helps determine if a cash mismatch is the result of a date being incorrectly entered into Cash Management, or whether the cash transaction has not been entered at all.

## **Disbursement Compare**

In Version 3.0, the Disbursement Compare matches disbursement adjustments using the disbursement date within your system, NOT the transaction date you recorded for the adjustment. This update is for the 2003-2004 disbursement compare only.

This enhancement brings DL Tools in line with COD processing for full participants. When processing disbursement adjustments for full participants, COD captures the disbursement date, NOT the transaction date and in turn populates this date on the SAS.

Since EDEExpress allows you to enter the transaction date or the disbursement date for adjustments, DL Tools is modified to match all disbursement transactions, including adjustments, using the disbursement date.

**Note:** The disbursement date in most cases is the date associated with disbursement sequence #01, unless an adjusted disbursement date transaction (EDEExpress “Q” transaction) has been processed. If an adjusted disbursement date has been processed, this date is used by the compare program.

## **Loan Detail and Disbursement Detail Comparison Reports**

Two of the four section titles have been renamed on both the Loan Detail Comparison report and the Disbursement Detail Comparison report and totals for all four sections have been added to the end of the reports. These updates are available for all program years processed by DL Tools.

The third section of the Comparison reports is renamed: Unbooked Records That Are Matched (MPN Missing). The phrase “MPN Missing” is added to serve as a reminder that a loan that displays on the SAS as unbooked must have an accepted origination and an accepted disbursement. Therefore, the loan can only be unbooked because of a missing MPN.

The fourth section of the Comparison reports is renamed: School Records that are not on SAS OR Mismatched SAS Unbooked Records. This title is updated to emphasize the multiple

reasons why a loan or disbursement transaction appears in this section of the report. These reasons are:

- The loan/disbursement exists in the school's database but does not appear on the SAS, **or**
- The loan/disbursement appears as unbooked on the SAS, but the record does not appear in the school's database at all, **or**
- A discrepancy exists between the COD amount and the school amount.

A note has been added to the fourth section of both reports to indicate that "School records outside of SAS date range will appear in this section."

In addition, totals at the end of both Comparison reports are expanded to include a total for each of the four individual sections as well as the grand total. We hope these enhancements facilitate a more efficient reconciliation process for DL schools.

## **Rebuild Record Layout**

DL Tools continues to provide import capabilities for the fixed length version of the DL Rebuild file. To import a DL Rebuild file for a full participant, EDEExpress must have the following setup fields populated:

- Source Entity ID
- Reporting Entity ID
- Attended Entity ID
- Funding Method

Since 2003-2004 EDEExpress users are full participants, edits are built into DL Tools to stop the completion of a 2003-2004 rebuild file if these setup fields are not populated in EDEExpress. This update is available for program year 2003-2004 only.

## **Rebuild – Web-Generated Disbursements**

During the rebuild process, web-generated disbursements (Disbursement Sequence Numbers 66-90) returned in the Rebuild file are filtered out and do not populate the EDEExpress database. This update is available for all program years processed by DL Tools.

Since the rebuild import edit report identifies any records that do not successfully import, the web-generated disbursements that have been filtered out appear on the import edit report.

## **Rebuild – Deduced Data Elements for 2003-2004**

During the 2003-2004 rebuild process, EDEExpress deduces values for the Disbursement Release Indicator and the Disbursement Activity field. This update is available for program year 2003-2004 only.

Since the COD Rebuild file does not contain a Disbursement Release Indicator field, DL Tools populates the rebuilt EDEExpress database according to the following rules:

- If the rebuild file contains a disbursement detail record for a loan, the Disbursement Release Indicator is populated in the EDEExpress database.
- If the rebuild file only contains an origination detail record for a loan and no disbursement detail record, the Disbursement Release Indicator is NOT populated in the EDEExpress database.

Since the COD Rebuild file does not contain a Disbursement Activity field, the Actual Disbursement Type in the rebuilt EDEExpress database is populated according to the following rules using the Disbursement Sequence Number:

- If Disbursement Sequence Number = 01, the Actual Disbursement Type = D.
- If Disbursement Sequence Number is > 01 **and**
  - the date is the same as that of sequence 01 transaction, set the Actual Disbursement Type = A or,
  - if this rebuild process has previously set a Q disbursement type for this Loan ID/Disbursement Number, and the date is the same as that of the Q disbursement with highest sequence number less than this disbursement's sequence number, set the Actual Disbursement Type = A.
- If the Actual Disbursement Type is not set to D or A by the preceding logic, it is set to Q.

## **Rebuild – Alien Registration Number (ARN)**

Since the ARN field is left blank in the DL Rebuild file, this field is not populated in the rebuilt EDEExpress database. This update is available for program years 2002-2003 and 2003-2004.

## **External Record Layouts**

In the Cash Detail External Add record layout, the valid field content for Field #2 – Program Year is updated to include 04 (2003-2004) and the valid field content description for Field #5 – Transaction Amount is updated to include 2003-2004.

In the Loan Detail External Add record layout, the valid field content for Field #3 – Loan Identifier is updated to include 04 (2003-2004).

In the Disbursement Detail External Add record layout, the valid field content for Field #3 –Loan Identifier is updated to include 04 (2003-2004). Also, the valid date range for Field #16 – Transaction Date is updated to 20020622-20050927.

DL Tools external record layouts are provided in Volume VI, Section 3 of the 2003-2004 COD Technical Reference.



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# Getting Help

## Online Help

DL Tools Version 3.0 provides on-line help to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the *Using Help* topic in the online Help for more information.

## CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, call CPS/WAN Technical Support at:

**800/330-5947**

**TDD/TYY: 800/511-5806**

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT).

Or

E-mail CPS/WAN Technical Support at:

**[cpswan@ncs.com](mailto:cpswan@ncs.com)**

A representative will respond within 24 business hours.

**Note:** Make sure you include both your TG number and your telephone number in your message.

If you have questions regarding DL Tools policy issues, you can call FSAP Customer Service Call Center. You can reach them Monday through Friday, 9 a.m. - 5 p.m. (ET), at 800/433-7327.

You can also e-mail inquiries, comments, or suggestions 24 hours a day to **[fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov)**.

## **Additional Assistance**

You can also post questions regarding the DL Tools software on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at [ed.gov/offices/FSA/services/fsatechsubscribe.html](http://ed.gov/offices/FSA/services/fsatechsubscribe.html).

Department staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.